

SC LENDS
Code of Ethics

I acknowledge that I have an obligation to SC LENDS, and I understand that I must comply with this Code of Ethics:

- I shall not violate the confidentiality of information entrusted to me or to which I may gain access, including a patron's private information or reading records. A patron's personal information, history, or records will not be provided to anyone without legal authorization. Further, I agree to inform my director of any illegal or unethical practices that come to my attention so that they can take appropriate action.
- I shall not use knowledge of a confidential nature to further my personal interests or for personal gain for myself or others.
- I have an obligation to SC LENDS to use equipment and software only for the purposes intended.
- I shall keep my personal skills and knowledge up to date and strive to ensure that proper expertise is available to the public as needed.
- I will share my knowledge with the appropriate staff members and recommend policies and procedures to improve service delivery in accordance with the Membership Agreement between the SC LENDS members.
- I shall accept full responsibility for the work I perform for SC LENDS.
- I shall cooperate with other SC LENDS members, treating them with honesty and respect.
- I will avoid conflicts of interest and ensure that the director is made aware of any potential conflicts that need to be presented to the SC LENDS Advisory Committee.
- I will not exploit the weakness of a computer system or share information about how to do so for personal gain or personal satisfaction for myself or others.
- I understand that this signed agreement will be retained and made available if requested by SC LENDS.

Staff Member's Signature

Staff Member's Printed Name

Library Entity

Date
